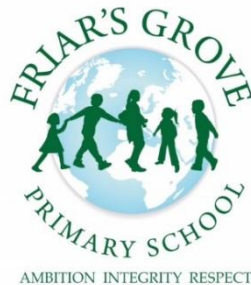


Wrap Around Care



Friar's Grove Primary School

**Quality Care and Fun
For children aged 4 to 11**

OFSTED Registration Number 114761

WELCOME TO 'WRAP AROUND CARE' AT FRIAR'S GROVE

We sincerely hope that your child will be happy during the time they have a place with us. We believe that we maintain a high standard of provision and care and we hope that your child will take full advantage of the range of activities on offer.

We want you to feel confident that the care of your child is our main priority.

Families can choose to send their child to one or both clubs, depending on their need.

ETHOS OF THE WRAP AROUND CARE CLUBS

The Breakfast Club and After School Club are an extension of the school day for many of the children, in that they are on the school premises and under the supervision of qualified staff. All staff have received appropriate training, including first aid, suitable for this work.

Our clubs act as a link between school and home, striving to give the children an enjoyable club experience, where they can take part in activities that they would be able to do at home, but with the opportunity to spend time with friends and staff in a relaxed and friendly environment.

MEET THE TEAM

Wraparound Care Staff

Mrs Jacobs

Mrs Hussain

Mrs Krasniqi

Mrs Patel

Miss Faulkner

OPENING HOURS AND RESERVATIONS

Breakfast Club

Breakfast club opens at 7.35am and children who arrive before 8am will be provided with a light breakfast. **All children must be accompanied by a parent/carer to the junior school hall.** Children will be supervised until 8.35am and Infant children will be escorted directly to their classrooms by a member of staff.

After School Club

3.15pm to 4.45pm for the SHORT session and
3.15pm-5.45pm for the LONG session. All children are offered a healthy after school snack and children attending the LONG session are provided with a light tea.

After School Club – Contact number 3.30pm-5.45pm 07542560217. Please call this number on arrival to collect your child, this number is for collections and emergency use only when the school office is closed, bookings cannot be made via this number.

Children in the After School Club may be picked up at any time during the session by a parent/carer. Please let us know if someone else is picking your child up.

If for any unforeseen circumstance you find yourself running late, please let the school know. Persistent lateness in picking up your child – other than in extenuating circumstances – will result in the use of the Club being withdrawn and a late collection fee being charged.

If your child is not attending their booked session, please inform us ahead of time.

Booking / Fees

Children can attend any number of sessions across the week depending on availability, all bookings must be made via the school office, please send a message via Studybugs or call during office hours. Please see below table for session prices.

- Regular bookings are those that are booked half termly in advance, for the same days each week and for the whole half term. These bookings will roll over each half term with the space being guaranteed until parents give notice to change or cancel the booking.
- Adhoc bookings can be one off sessions or for multiple sessions on different days each week, adhoc bookings can be made via the office no more than two weeks in advance of the session, spaces are limited and will be offered on a first come, first served basis.

	Session cost (As of September 26)	
	Regular	Adhoc
Breakfast Club	£5.00	£6.00
After Hours Club to 4.45pm (includes a healthy snack)	£7.50	£8.50
After Hours Club to 5.45pm (includes a healthy snack and a light tea)	£12.50	£13.50
Late collection fee, per 15 minutes	£5.00	£5.00

Payments

Payments requests for regular bookings are issued via the Schoolgateway app in advance of each Half term and must be paid in full within one week of issue. Places will be removed with immediate effect if payment is not received within this time.

Payment for adhoc sessions must be made at the point of booking, bookings are not confirmed until payment is received.

Payment should be made through our online payment system, we also accept payment through employer voucher schemes, student loan services and the Government tax free childcare scheme.

ACTIVITIES AND OPPORTUNITIES

There are many opportunities and activities for your child to get involved with depending on availability, staffing levels and seasons. Children can play games, draw and colour, take part in sports, read and watch TV programmes/films.

BREAKFAST MENU

The breakfast menu is subject to change but children will always be offered a variety of options including cereals, toast and yogurts.

AFTER SCHOOL CLUB MENU

The ASC menu is subject to change but children attending the longer 5.45pm session will be offered a light meal.

Example Menu:

- Monday - beans on toast
- Tuesday – pizza
- Wednesday – pasta with tomato sauce
- Thursday - sausage roll and crispy cubes
- Friday - spaghetti hoops on toast.

APPROACHES TO POSITIVE BEHAVIOUR AND ANTI-BULLYING

Whilst at the Breakfast Club and After School Club, the children are expected to show the same degree of politeness, sociability and respect for adults and each other as they would during the school day. Children receive praise and recognition for this and can take a full part in the activities on offer.

Children who do not manage to meet these standards will be spoken to in the first instance by the staff supervising the activity. If this does not resolve the situation, the child may not be allowed to participate in a particular activity and may be given time out at the side of the hall. Any bullying will be brought to the attention of the head teacher and dealt with under the school Anti-bullying Policy, which is available on the school website.

Any child who persistently causes a problem to the staff or other children will have their behavior brought to the attention of their teacher, parents and, if necessary, to the School Leadership Team. This may then result in staff reporting daily to a member of the SLT about a child's behavior, the child spending time with SLT during club time or time in the club being shortened.

In extreme cases, the child may lose their place at the club.

HEALTH AND MEDICAL

ACCIDENTS

In the event of an accident, First Aid will be given by a qualified member of staff. If considered necessary, an ambulance will be called and the parent/carer will be contacted. If the ambulance leaves to take the child to the hospital before the parent/carer has arrived, a member of staff will accompany the child.

HEALTH

We recognise that both staff and children are vulnerable to infections and therefore ask parents/carers to refrain from letting their child/children attend Clubs if they feel unwell. If a child becomes ill whilst at the Club, a member of staff will contact the parent/carer as soon as possible. Parents/carers must ensure that the Club can contact them in an emergency by keeping the contact details on their registration forms up to date.

MEDICINES

Medicine will not be administered by staff employed at the Breakfast Club or After School Club.

SUN PROTECTION

The danger posed to children by over exposure to the sun is recognised by staff. During the summer months, we try to be outside as often as possible; therefore during the hot weather we encourage parents/carers to provide sunscreen for their child which should be in a clearly labelled bottle.

COMPLAINTS

We aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Any concerns or complaints should be shared with the head teacher and the school's Complaints Policy will be followed. This is available on the school website.

Making a complaint to Ofsted Any parent or carer can submit a complaint to Ofsted if they are still unsatisfied, once they have been through the school's complaints procedure.

EQUAL OPPORTUNITIES

We will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. The Club will not tolerate any form of harassment and any incident will be recorded and dealt with.

SAFEGUARDING

Children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

Staff take part in school safeguarding training and will follow school procedures where there is a safeguarding concern.

SPECIAL NEEDS

We aim to include all children regardless of any special needs or disability. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

Please phone the school office if you have any questions about Wrap Around Care.

We will be happy to help!

**Friar's Grove Primary School
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admin@friarsgrove.essex.sch.uk**